

STATE OF HAWAII

REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS 04 OCT 25 P2:31

To: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

From: Department of Health/Alcohol and Drug Abuse Division
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):
Ecstasy prevention project focused on students at Kalaheo and Kailua High Schools

Provider Name: Coalition for a Drug Free Hawaii	Total Contract Funds: \$1,315,602	Term of Contract:
Provider Address: 1130 N. Nimitz Hwy. Suite 259 Honolulu, Hawaii 96817	Contract Funds per Year (as applicable). \$263,120	From: 11/01/04 To: 10/31/09

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The Department of Health, Alcohol and Drug Abuse Division (ADAD) applied for and was awarded a federal Center for Substance Abuse Prevention (CSAP) grant for prevention of Ecstasy and Other Club Drugs. Eligibility was limited to governmental entities who were required to partner with local community organizations in developing and implementing the grant project. Ninety percent (90%) of the award must go to the community entity. The community partner was required to have at last 2 years experience providing prevention in the geographic area selected. At the time of the grant application announcement, the highest rate of ecstasy use was in the Windward area of Oahu and the Coalition for Drug Free Hawaii was the one community prevention agency already providing substance abuse prevention in that area. The previous year, CSAP had announced the grant and the only eligible applicants were community providers. Coalition for a Drug Free Hawaii had applied for the grant the previous year and had done all the necessary background and documentation for the grant application. Coalition for a Drug Free Hawaii was the only community group that came forward to develop and implment the grant with ADAD, as required by CSAP.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

All ADAD funded prevention providers are directed to check the Center for Substance Abuse Prevention's web site for potential federal grants on a regular basis. ADAD has monthly meeting with its POS providers on the first Friday of every month. In these meetings, ADAD reinforces checking the federal web sites. At the May 2004 meeting, ADAD announced that it was looking to partner with a community prevention agency to develop and implement the Ecstasy Prevention grant in Windward Oahu and that the proposal needed to be completed by June 3, 2004. While ADAD did not formally issue a written statement indicating that this was an RFI for the purpose of applying for the grant, ADAD did announce it was looking for a community partner to apply for the grant with ADAD. The community partner needed at least 2 years experience delivering substance abuse prevention services in Windward Oahu. Windward Oahu was selected because of the high rate of ecstasy use by school students. Coalition for a Drug Free Hawaii was the only community agency that stepped forward and ADAD developed the grant with them. The Coalition for a Drug Free Hawaii is named in the grant proposal.

A description of the state agency's internal controls and approval requirements for the exempted procurement: The Program Specialist IV at ADAD under the supervision of the Program Specialist V develops and writes the RFP and the contract. The RFP is reviewed by ADAD's Fiscal Officer and by the Division Chief before it is advertised. After review by the Department of Health's Fiscal Office and the Department of the Attorney General, the Director of Health signs the contract.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Caroline Huff, Program Specialist IV, ADAD
Virginia Jackson, Program Specialist V, ADAD
Jully Lim, PHAO V, ADAD
Elaine Wilson, Chief, ADAD
Naomi Chinen, Contracts Specialist, ASO

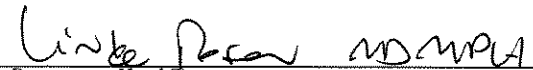
Direct questions to (name & position):
Elaine Wilson, Chief of the Alcohol
and Drug Abuse Division

Phone number:
692-7506


e-mail address:
ejwilson@mail.health.state.hi.us

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.


Department Head Signature

OCT 21 2004
Date

 Chiyome Leinaala Fukino, M.D.
Typed Name

Director, Department of Health
Position Title

Chief Procurement Officer's Comments:

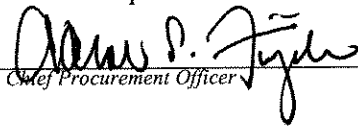
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ADAD is warned to comply with section 3-143-614, HAR. Although no documentation is available, ADAD claims an announcement was made to seek providers who were interested in being included in the federal grant application. It would have taken minimal effort for ADAD to conduct a request for information, pursuant to section 3-143-614. The procedure in this section allows a state agency to respond quickly and efficiently to maximize the likelihood of winning a federal award and promotes open government and as much competition as feasible.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied


Chief Procurement Officer

11/5/04
Date

cc: Administrator
State Procurement Office